

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy Kampala	2. AGENCY CDC	3a. POSITION NO. 100319
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ **Yes, 4** ☐ **No** 101688, 101766, 101687 & 100919

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
 Position No. _____ (Title) _____ (Series) _____ (Grade) _____
- ☐ b. New Position
- ☒ c. Other (explain); Reclassification due to significant changes: COR duties removed

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Health Administrative Management Specialist, 0540	FSN-10	AFRCC : MHB	6/23/2022
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) CoAg Specialist	7. NAME OF EMPLOYEE Vacant
8. OFFICE/SECTION Centers for Disease Control & Prevention	a. First Subdivision Management & Operations
b. Second Subdivision Cooperative Agreements Team	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of Supervisor Date(mm-dd-yy) </div>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>

13. BASIC FUNCTION OF POSITION

The Incumbent serves as a Cooperative Agreement Specialist in the Uganda Centers for Disease Control and Prevention (CDC) Program Management Branch under the leadership of the Cooperative Agreement/Partner Management Team Lead. Incumbent assists the Team Lead and Associate Director for Program Management with day-to-day administration of agency grants and cooperative agreements to support and promote effective and coordinated implementation, monitoring, and overall management of activities funded under the President's Emergency Plan for AIDS Relief (PEPFAR), the Division of Global Health Protection (DGHP), and other CDC public health programs which are carried out by implementing partners (IPs) in Uganda. This position reports to the CoAg Team Lead and is one of five that are responsible for the CDC Uganda grants/cooperative agreement

management portfolio involving up to 40 cooperative agreements worth approximately \$210M, and up to 25 grantees/implementing partners. This position provides operational and fiscal management assistance to implementing partners and advises them on USG procedures and reporting requirements to assure compliance with CDC's cooperative agreement management regulations and policies.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. Cooperative Agreement Management

70%

Incumbent is the agency's administrative specialist for cooperative agreements and facilitates PEPFAR and other CDC partner organizations' compliance with USG requirements for CoAgs. Responsibilities include managing processes internally with all technical branches and activity managers, from the advance planning stage to the final closeout of the award and maintaining a complete grants and cooperative agreements library with proper documentation of all funding and grants related activities. This involves coordinating extramural processes, tracking fiscal progress relative to approved budgets, and providing grants/cooperative agreements-related information and technical assistance to CDC Uganda grantees. Actively participates in the strategic planning with other senior CDC staff in Uganda. Position holder participates in management meetings to prioritize issues and guides staff on issues surrounding cooperative agreement management. Position holder prepares monthly and annual calendar of actions related to the management of CoAgs including providing site visit schedules, routine trainings for grantees, setting a calendar and highlighting deadlines for important CoAg actions (notices of funding opportunities (NOFOs), post-award actions, supplemental awards, etc.) and other date-sensitive elements. This role requires that the job holder be thoroughly acquainted with the purpose, terms, conditions and the respective roles and responsibilities of the recipient, the project officer and/or the contracting officer's representative (COR). Incumbent's portfolio includes approximately 5 grants, contracts, and cooperative agreements with an annual portfolio value of approximately \$42 million.

Incumbent coordinates within a team concept with agency deputies, team leads, public health specialists, budget analysts and implementing partners to make sure that programs are conducted according to the terms and conditions in the notice of award and that USG funds are appropriately utilized. Incumbent works closely with program managers and program activity liaisons on routine monitoring activities, post award actions, supplemental awards reviews, and requests for extensions. Incumbent provides detailed procedural advice and guidance to other members of the Cooperative Agreement Management Team (CAMT) on how to coordinate the review of all applications, supplemental awards, requests for extensions and funding for technical and budget soundness. Incumbent provides suggestions to implementing partners on how to develop financial controls, quarterly and annual budget plans for the project and how to adhere to reporting requirements. Incumbent develops solutions with implementing partners and program managers for resolution of grants compliance issues.

Incumbent ensures that grant applications adhere to all established requirements and that content of NOFOs enables a fair and equitable application process. Determines if applicants have administrative and management capability to manage proposed program activities and participate in pre/post award business assessments. Incumbent assists in developing and implementing NOFO processes, etc., application review panels, and functions as a CDC coordinator to establish pre-application workshops as part of the annual continuation or new award cycle of CDC CoAgs. Incumbent closely tracks reports on supported cooperative agreement activities (quarterly reports, continuation applications, supplemental applications, and financial status reports).

Incumbent liaises with recipients, technical chiefs, and program officers to ensure that appropriate answers to questions associated with program management, financial management, and PEPFAR, GHS, HHS and CDC/Atlanta reporting requirements are documented, shared, and followed by recipients. Incumbent uses critical judgment to identify problems and/or bring them to the attention of senior management in a timely fashion.

Incumbent coordinates and facilitates Partner Management Meetings to monitor implementation of program activities and performance against targets and budget execution. Liaises with CDC Uganda programmatic/technical and finance teams in the documentation of monthly Partner Management Meetings. Liaises with implementing partners and CDC Teams for scheduling and documentation of health facility site visits.

II. Internal Agency and Interagency Coordination

(20%)

Incumbent serves on selected inter-agency technical working groups that propose and coordinate inter-agency program components of HIV/AIDS and GHS activities to be carried out through cooperative agreements and/or other public health frameworks, such as S/GAC. Recommendations from the technical working groups play a key role in developing the overall PEPFAR and GHS programs in country. The working groups include interested parties from among USG PEPFAR implementing agencies (Departments of State, USAID, host country government officials, and other collaborating agencies and organizations).

Provides input into the COP and IPP (Integrated Program Plan) development processes and supports the interagency partner portfolio reviews processes by maintaining program management tools used to allocate and track resources provided to implementing partners. Provides input to agency management and technical teams during the COP and IPP initial discussions regarding potential administrative initiatives and guidance that will impact funding, reporting accuracy and timeliness.

III. Records Management of Grants and Cooperative Agreements

(10%)

Serves as the central source responsible for the management of an electronic or paper records system that accounts for the at-post receipt and location of all grants, contracts, and cooperative agreement files in assigned portfolio. The records system criteria are to store retrievable reporting/audit quality cooperative agreement files, including NOFOs, applications, technical and budget reviews of the applications, awards, post-award actions financial and programmatic reports, reprogramming requests and other supplemental documentation associated with the CoAg process from initial award to close out of each agreement.

Ensures that systems are in place and maintained that provide timely notification of appropriate agency and partner due dates and timelines for State Office of Global AIDS Coordinator (S/GAC) and Agency reporting. Verifies that all documents related to assigned CoAgs are complete and submitted to the requiring offices in appropriate and auditable records management format. Job Holder develops guidelines and recommendations for CoAg recipients regarding administrative aspects of implementation, reporting and administration of CoAg.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A bachelor's degree in business administration, public health, management, science, or finance is required.

b. Prior Work Experience:

A minimum of 5 years of progressively responsible work experience in business, management, public health, or an international organization. This experience must include at least 2 years of substantial

exposure to administration or management of programs or funding of special projects. Exposure to USG financial operations is required.

c. Post Entry Training:

Specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training, as appropriate, to enable the incumbent to perform his/her duties in accordance with CDC and US Government policies, rules, and regulations the trainings include Appropriations law, Internal Controls, Cost principles, Unified administrative requirements etc. Basic grants and/or project management training is required prior to entry into position.

d. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*
Level IV (fluency – speaking/reading/writing) in English is required

e. Job Knowledge:

A detailed knowledge of overall management principles, guidelines and procedures related to the administration of cooperative agreements, as well as related audit and accounting requirements, is required. Job holder must have a detailed knowledge of agency and USG policies, guidelines and financial accounting required for cooperative agreements. An understanding of the structure and functions of the CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR) is required. The job holder must also have an in-depth knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements. A general knowledge of routine health information systems in developing countries, including knowledge of HIV administrative systems is required.

f. Skills and Abilities:

Good communication skills, both oral and written, are required, to include ability to write clear and concise documents, reports, program and policy guidelines and ability to deliver oral presentations on CoAg related matters. Excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/cooperating partners to ensure mutual cooperation. Demonstrated ability to multi-task in a highly detailed work environment is required. The ability to assess problems and develop realistic solutions is required. Ability to plan and monitor budget expenditures to meet PEPFAR or other HHS/CDC program needs is required. Intermediate user level of word processing, spreadsheets and databases such as Facts Info, Grants Management Module (GMM) is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with higher mathematical calculations for purposes of reporting is required.

16. POSITION ELEMENTS

a. Supervision Received:

Position is directly supervised by the Public Health Administrative Management Team Lead

b. Supervision Exercised:

None.

c. Available Guidelines:

Federal Acquisition Regulations, CDC and Office of the Global AIDS Coordinator and PEPFAR specific non-operating funds disbursement and reporting regulations, PEPFAR and agency-specific policies, regulations and requirements for administration of grants, contracts and/or cooperative agreements, PEPFAR strategic objectives, guidance and operating provisions; the annual, country-specific PEPFAR Country Operational Plan (COP).

d. Exercise of Judgment:

The incumbent is expected to work independently and exercise excellent judgment in overcoming barriers and impediments to the effective management of cooperative agreement activities in Uganda. Sound judgment is also required in developing effective host country contacts in the government and private sectors. The incumbent must be resourceful and innovative to achieve desired results while ensuring compliance to policies and protocols.

e. Authority to Make Commitments:

The incumbent represents CDC Uganda with full authority to act in matters related to the implementation of cooperative agreement programs and activities except for signatory authority to commit USG funds. The incumbent will make recommendations to senior CDC Uganda staff on funding of applications for financial assistance from the USG based on merit of the proposals and appropriateness of budget requests.

f. Nature, Level, and Purpose of Contacts:

Mission inter-agency PEPFAR, and agency contacts at all levels for purposes of working within a team concept that ensures appropriate overall management of cooperative agreements. Agency procurement officials for purposes of ensuring correct at-post administration of the implementing agreements. Interaction with agency country director and deputy level regarding resources needed for meeting strategic management objectives. Cooperating/implementing partners at the mid to upper management level for reporting, monitoring, and management control purposes; host government participating partners at the mid to upper management level for implementing agreement and financial reporting purposes.

g. Time Expected to Reach Full Performance Level:

1 year

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